Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
Graduate School Assistantship/ Fellowship Office	50%	Organize, supervise, engage in, and follow through to completion of various office projects. Review and data entry of graduate assistantship contracts and scholarships. Provide reference to graduate students and academic departments in person as well as by telephone and email. Organize office files, filing, copying, answering telephone, typing.	Applicants must be in a graduate degree program. Must have experience and working knowledge with Microsoft Office, especially Word, Excel, and Access; must be proficient in Adobe Acrobat Pro. Must have good command of the English language and effective communication skills with a customer service orientation. Must be able to work independently and can multi-task in a highly demanding office environment. Incoming doctoral students preferred, however not required. Preferred skills: Office experience, Banner, D2L	Spring 2025	Send resume and class schedule to: gaoffice@siu.edu NO PHONE CALLS NO WALK-INS	November 8, 2024	1

*For Administrative Positions Only.

*Please keep "Job Description" and "Qualifications" to a minimum.

*Please supply a specific "Deadline to Apply" date. Posting will be removed after this date.

*Must post for a minimum of 14 days.

*Please fill out this form and email it as an attachment to gaoffice@siu.edu